Army Benefits Center

ABC Website Tutorial

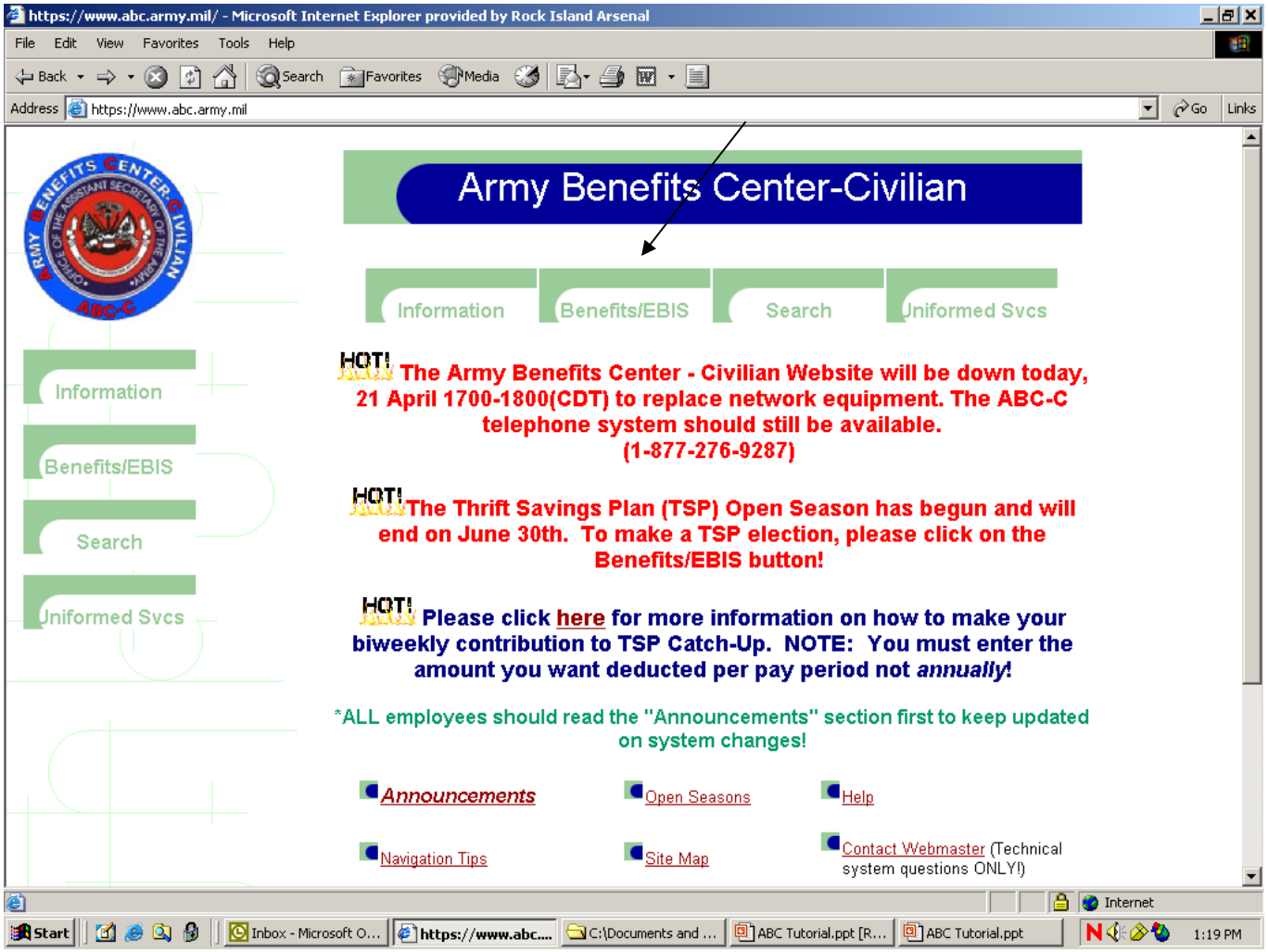
https://www.abc.army.mil

Provided Courtesy of
Rock Island Arsenal
Civilian Personnel Advisory Center

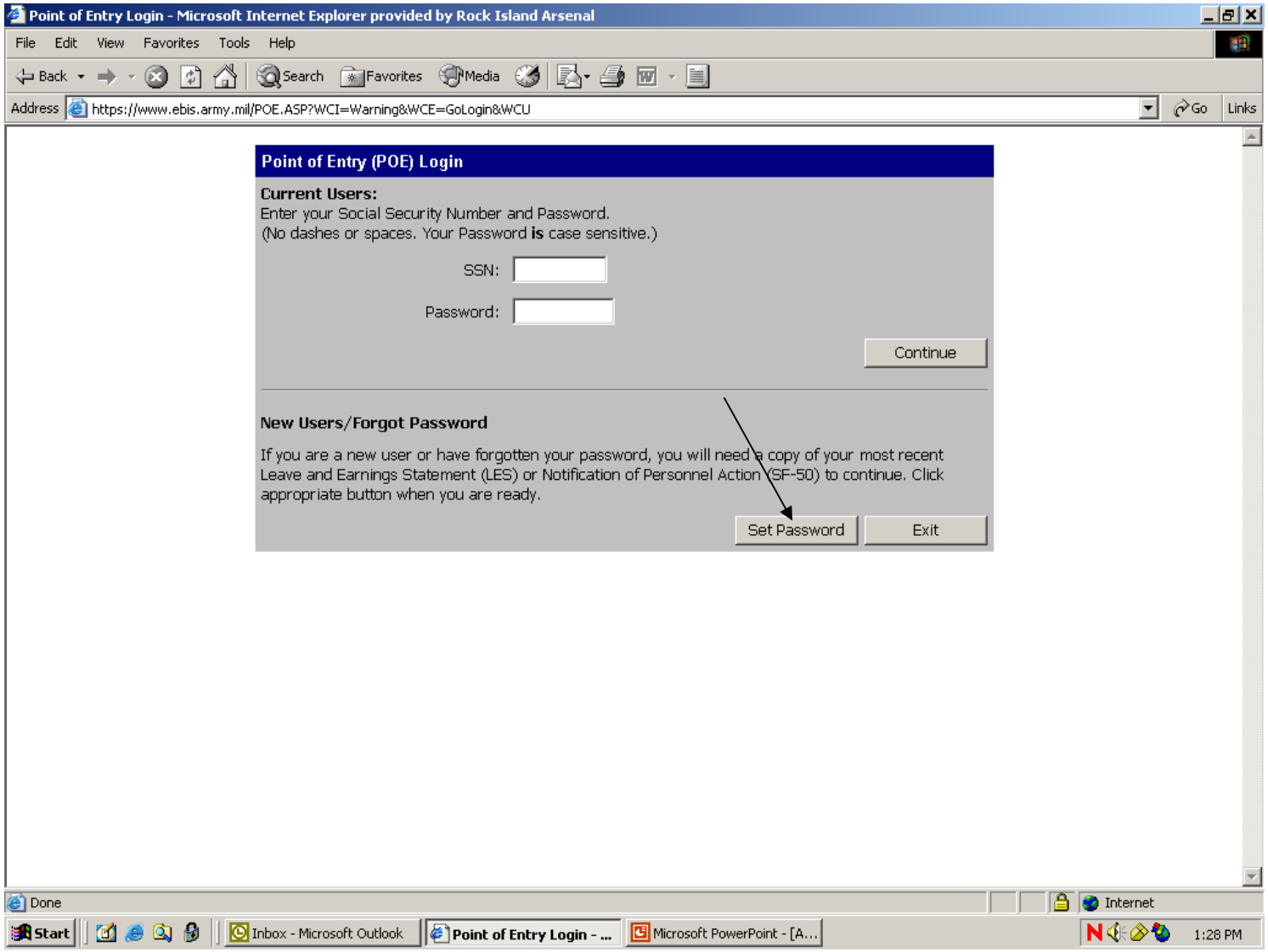
Pin

1.) Access the webpage https://www.abc.army.mil

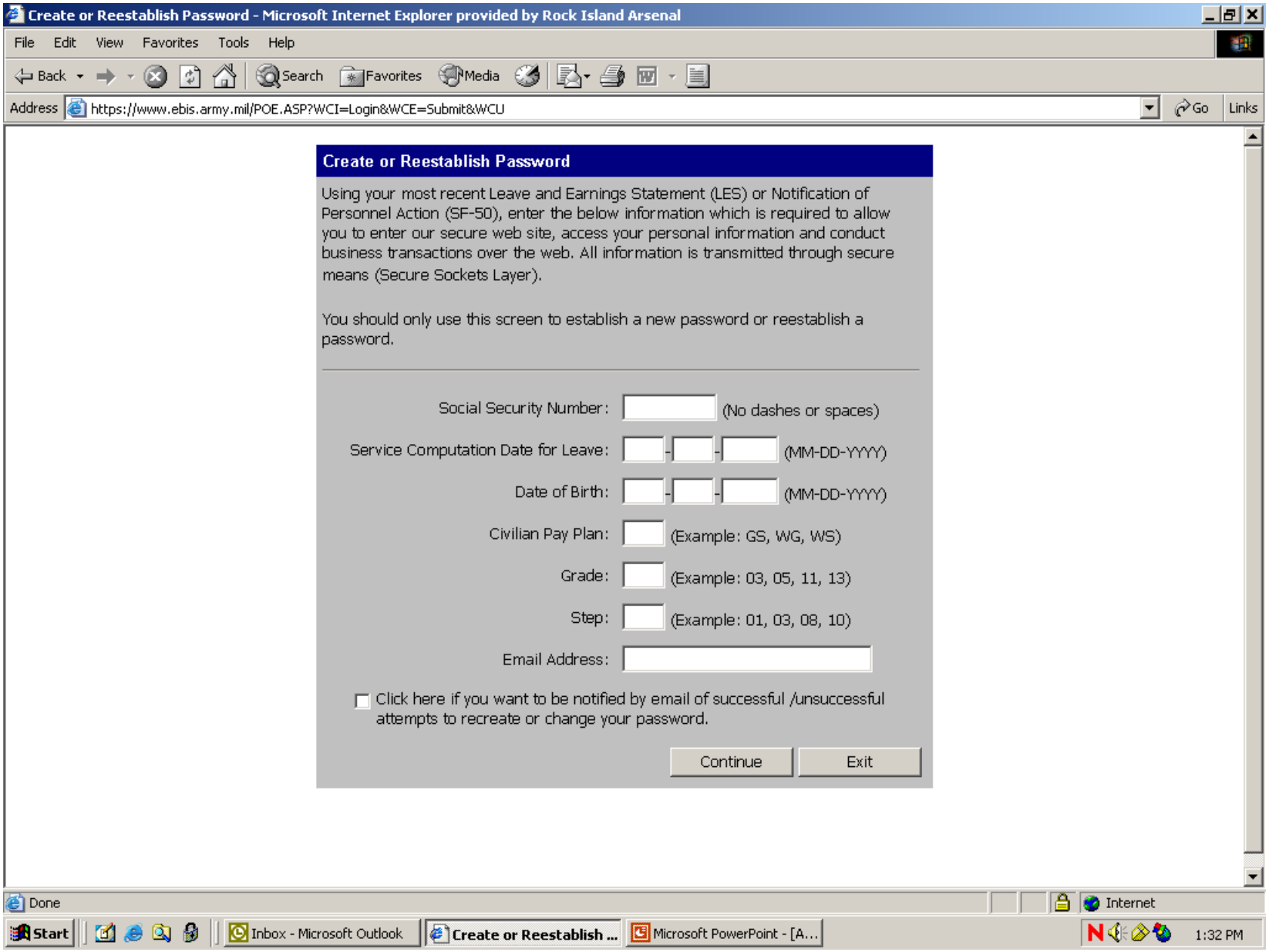
2.) Click on Benefits/EBIS


https://www.abc.army.mil/ - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.abc.army.mil
Go Links
Army Benefits Center-Civilian
Information
Benefits/EBIS
Search
Uniformed Svcs
HOT! The Army Benefits Center - Civilian Website will be down today, 21 April 1700-1800(CDT) to replace network equipment. The ABC-C telephone system should still be available. (1-877-276-9287)
HOT! The Thrift Savings Plan (TSP) Open Season has begun and will end on June 30th. To make a TSP election, please click on the Benefits/EBIS button!
HOT! Please click here for more information on how to make your biweekly contribution to TSP Catch-Up. NOTE: You must enter the amount you want deducted per pay period not annually!
*ALL employees should read the "Announcements" section first to keep updated on system changes!
Announcements
Open Seasons
Help
Navigation Tips
Site Map
Contact Webmaster (Technical system questions ONLY!)
Internet
Start
Inbox - Microsoft O...
https://www.abc....
C:\Documents and ...
ABC Tutorial.ppt [R...
ABC Tutorial.ppt
1:19 PM

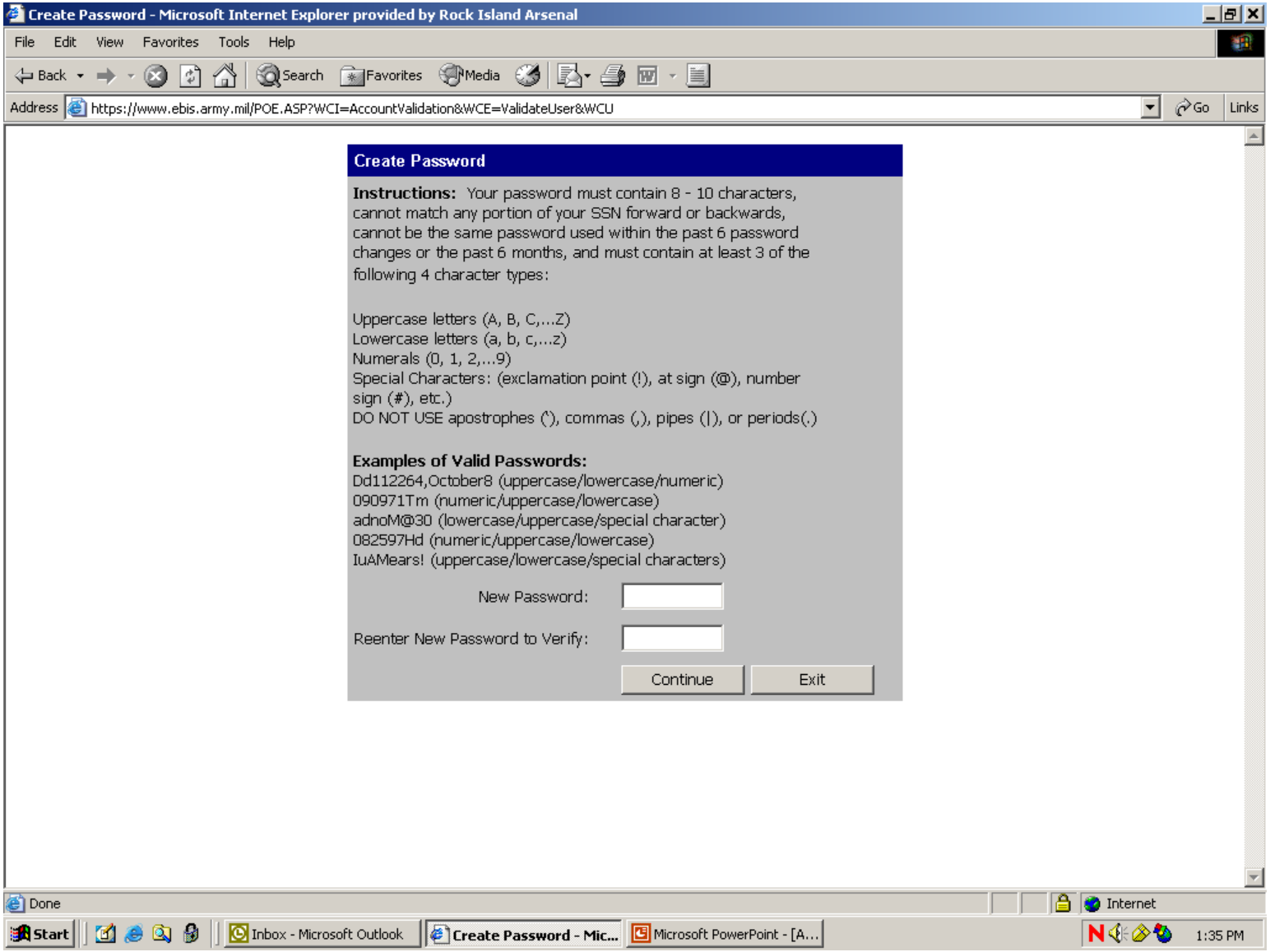
3.) Warning Notice Screen…Continue
4.) Point of Entry Login (POE), click Set Password


Point of Entry Login - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=Warning&WCE=GoLogin&WCU
Go Links
Point of Entry (POE) Login
Current Users:
Enter your Social Security Number and Password.
(No dashes or spaces. Your Password is case sensitive.)
SSN:
Password:
Continue
New Users/Forgot Password
If you are a new user or have forgotten your password, you will need a copy of your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50) to continue. Click appropriate button when you are ready.
Set Password
Exit
Done
Internet
Start
Inbox - Microsoft Outlook
Point of Entry Login - ...
Microsoft PowerPoint - [A...
1:28 PM

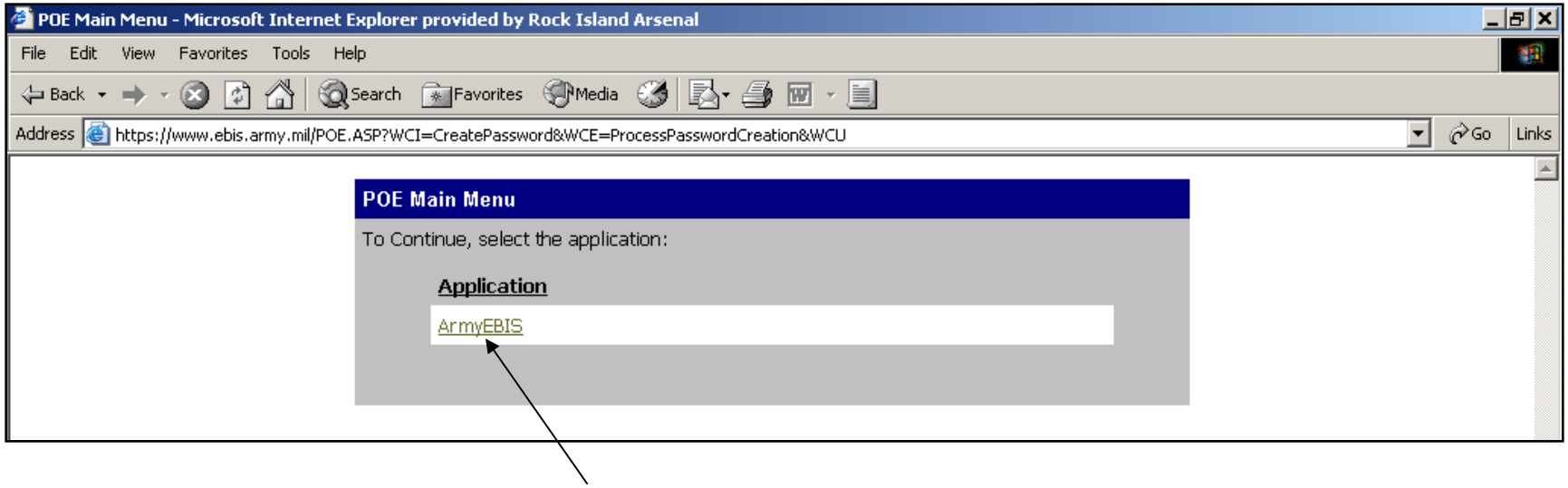
5.) Create or Reestablish Password


Create or Reestablish Password - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=Login&WCE=Submit&WCU
Go Links
Create or Reestablish Password
Using your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50), enter the below information which is required to allow you to enter our secure web site, access your personal information and conduct business transactions over the web. All information is transmitted through secure means (Secure Sockets Layer).
You should only use this screen to establish a new password or reestablish a password.
Social Security Number: (No dashes or spaces)
Service Computation Date for Leave: (MM-DD-YYYY)
Date of Birth: (MM-DD-YYYY)
Civilian Pay Plan: (Example: GS, WG, WS)
Grade: (Example: 03, 05, 11, 13)
Step: (Example: 01, 03, 08, 10)
Email Address:
Click here if you want to be notified by email of successful /unsuccessful attempts to recreate or change your password.
Continue
Exit
Done
Internet
Start
Inbox - Microsoft Outlook
Create or Reestablish ...
Microsoft PowerPoint - [A...
1:32 PM

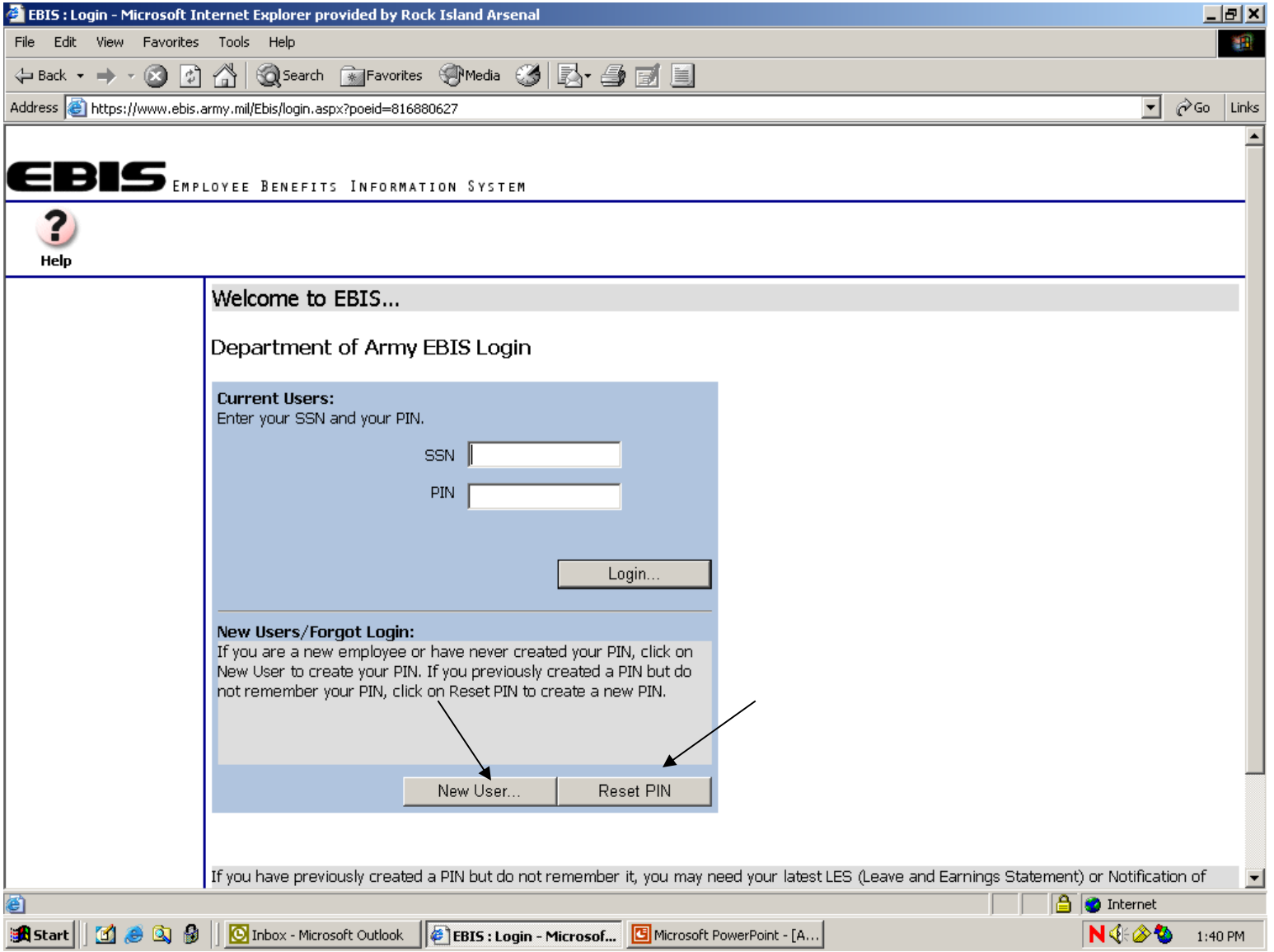
6.) Follow instructions, Enter new password, then Continue.


Create Password - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=AccountValidation&WCE=ValidateUser&WCU
Go Links
Create Password
Instructions: Your password must contain 8 - 10 characters, cannot match any portion of your SSN forward or backwards, cannot be the same password used within the past 6 password changes or the past 6 months, and must contain at least 3 of the following 4 character types:
Uppercase letters (A, B, C,...Z)
Lowercase letters (a, b, c,...z)
Numerals (0, 1, 2,...9)
Special Characters: (exclamation point (!), at sign (@), number sign (#), etc.)
DO NOT USE apostrophes ('), commas (,), pipes (|), or periods(.)
Examples of Valid Passwords:
Dd112264,October8 (uppercase/lowercase/numeric)
090971Tm (numeric/uppercase/lowercase)
adnoM@30 (lowercase/uppercase/special character)
082597Hd (numeric/uppercase/lowercase)
IuAMears! (uppercase/lowercase/special characters)
New Password:
Reenter New Password to Verify:
Continue
Exit
Done
Internet
Start
Inbox - Microsoft Outlook
Create Password - Mic...
Microsoft PowerPoint - [A...
1:35 PM

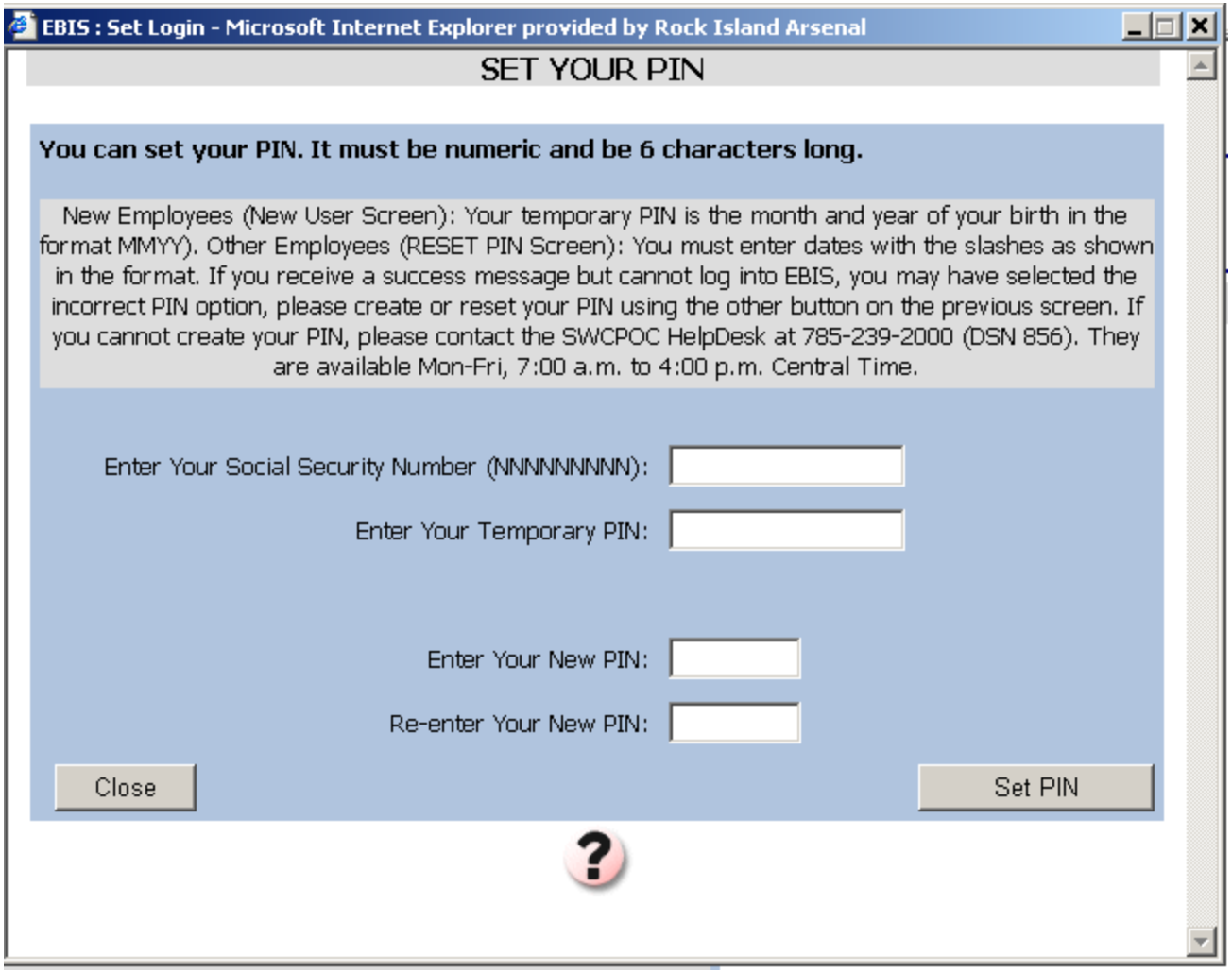
7.) Click on ArmyEBIS


POE Main Menu - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=CreatePassword&WCE=ProcessPasswordCreation&WCU
Go Links
POE Main Menu
To Continue, select the application:
Application
ArmyEBIS

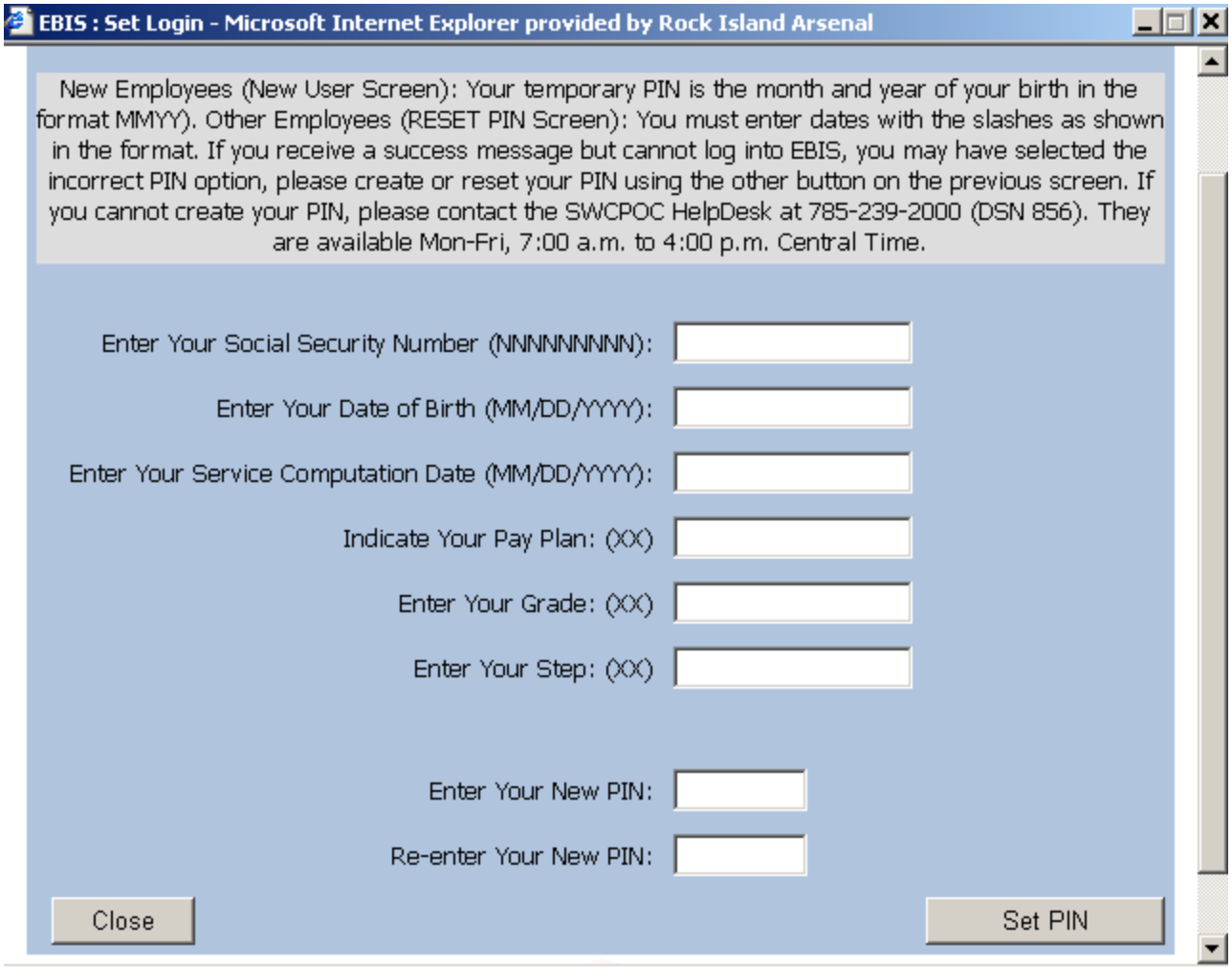
8.) Click on New User to create a PIN. If you have forgotten your PIN, click on


EBIS : Login - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/Ebis/login.aspx?poeid=816880627
Go Links
EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Help
Welcome to EBIS...
Department of Army EBIS Login
Current Users:
Enter your SSN and your PIN.
SSN
PIN
Login...
New Users/Forgot Login:
If you are a new employee or have never created your PIN, click on New User to create your PIN. If you previously created a PIN but do not remember your PIN, click on Reset PIN to create a new PIN.
New User...
Reset PIN
If you have previously created a PIN but do not remember it, you may need your latest LES (Leave and Earnings Statement) or Notification of
Internet
Start
Inbox - Microsoft Outlook
EBIS : Login - Microsof...
Microsoft PowerPoint - [A...
1:40 PM

9.) For New User...Follow Instructions and Enter New PIN, Set PIN.


EBIS : Set Login - Microsoft Internet Explorer provided by Rock Island Arsenal
SET YOUR PIN
You can set your PIN. It must be numeric and be 6 characters long.
New Employees (New User Screen): Your temporary PIN is the month and year of your birth in the format MMYY). Other Employees (RESET PIN Screen): You must enter dates with the slashes as shown in the format. If you receive a success message but cannot log into EBIS, you may have selected the incorrect PIN option, please create or reset your PIN using the other button on the previous screen. If you cannot create your PIN, please contact the SWCPOC HelpDesk at 785-239-2000 (DSN 856). They are available Mon-Fri, 7:00 a.m. to 4:00 p.m. Central Time.
Enter Your Social Security Number (NNNNNNNNN):
Enter Your Temporary PIN:
Enter Your New PIN:
Re-enter Your New PIN:
Close
Set PIN

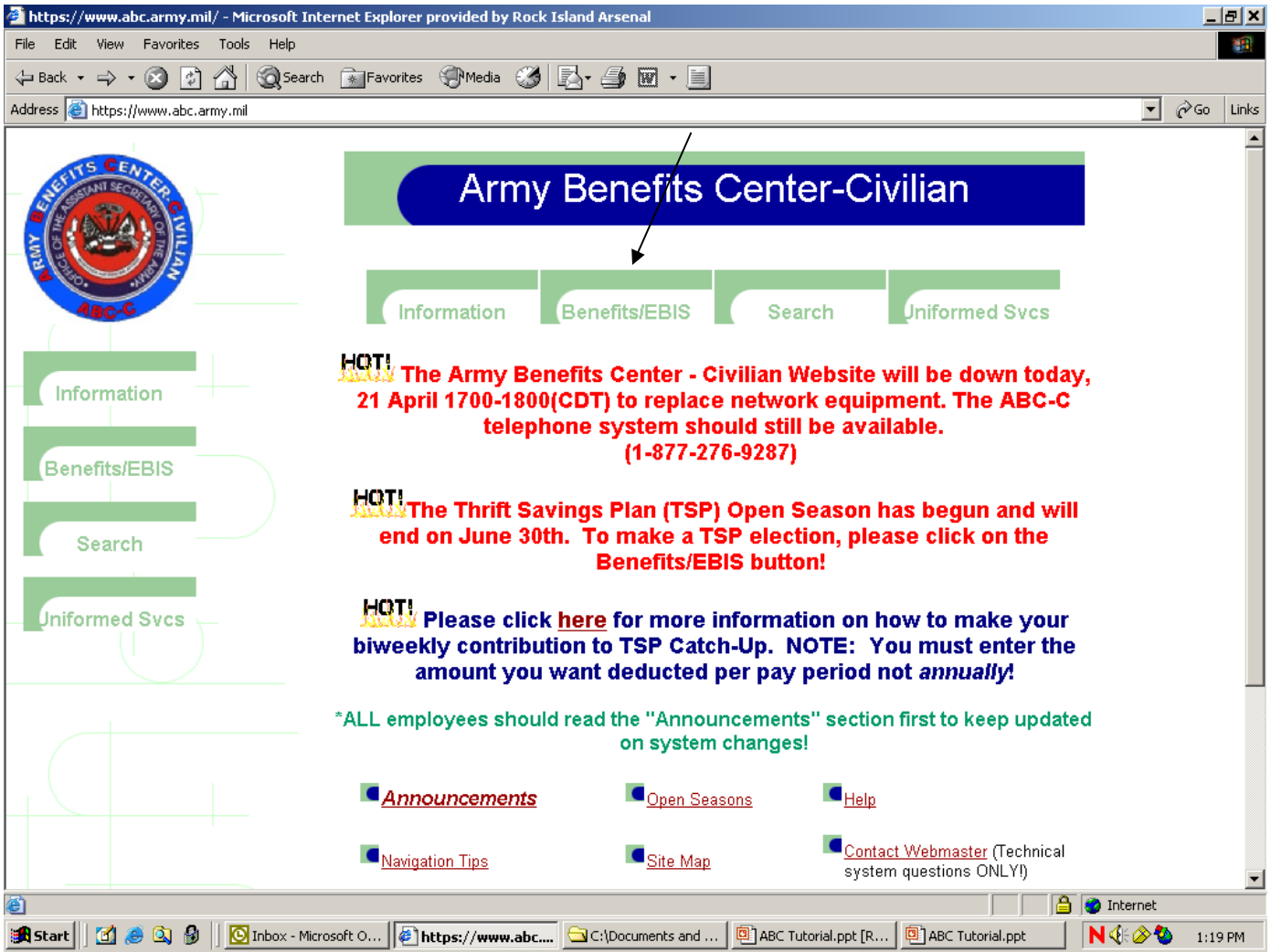
10.) If you wish to Reset your PIN follow instructions, enter information and new PIN, Set PIN


EBIS : Set Login - Microsoft Internet Explorer provided by Rock Island Arsenal
New Employees (New User Screen): Your temporary PIN is the month and year of your birth in the format MMYY). Other Employees (RESET PIN Screen): You must enter dates with the slashes as shown in the format. If you receive a success message but cannot log into EBIS, you may have selected the incorrect PIN option, please create or reset your PIN using the other button on the previous screen. If you cannot create your PIN, please contact the SWCPOC HelpDesk at 785-239-2000 (DSN 856). They are available Mon-Fri, 7:00 a.m. to 4:00 p.m. Central Time.
Enter Your Social Security Number (NNNNNNNNN):
Enter Your Date of Birth (MM/DD/YYYY):
Enter Your Service Computation Date (MM/DD/YYYY):
Indicate Your Pay Plan: (XX)
Enter Your Grade: (XX)
Enter Your Step: (XX)
Enter Your New PIN:
Re-enter Your New PIN:
Close
Set PIN

FEGLI, FEHB, and TSP…

To Enroll or Change

1. Log on to the website, click on Benefits/EBIS


https://www.abc.army.mil/ - Microsoft Internet Explorer provided by Rock Island Arsenal
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Uniformed Svcs
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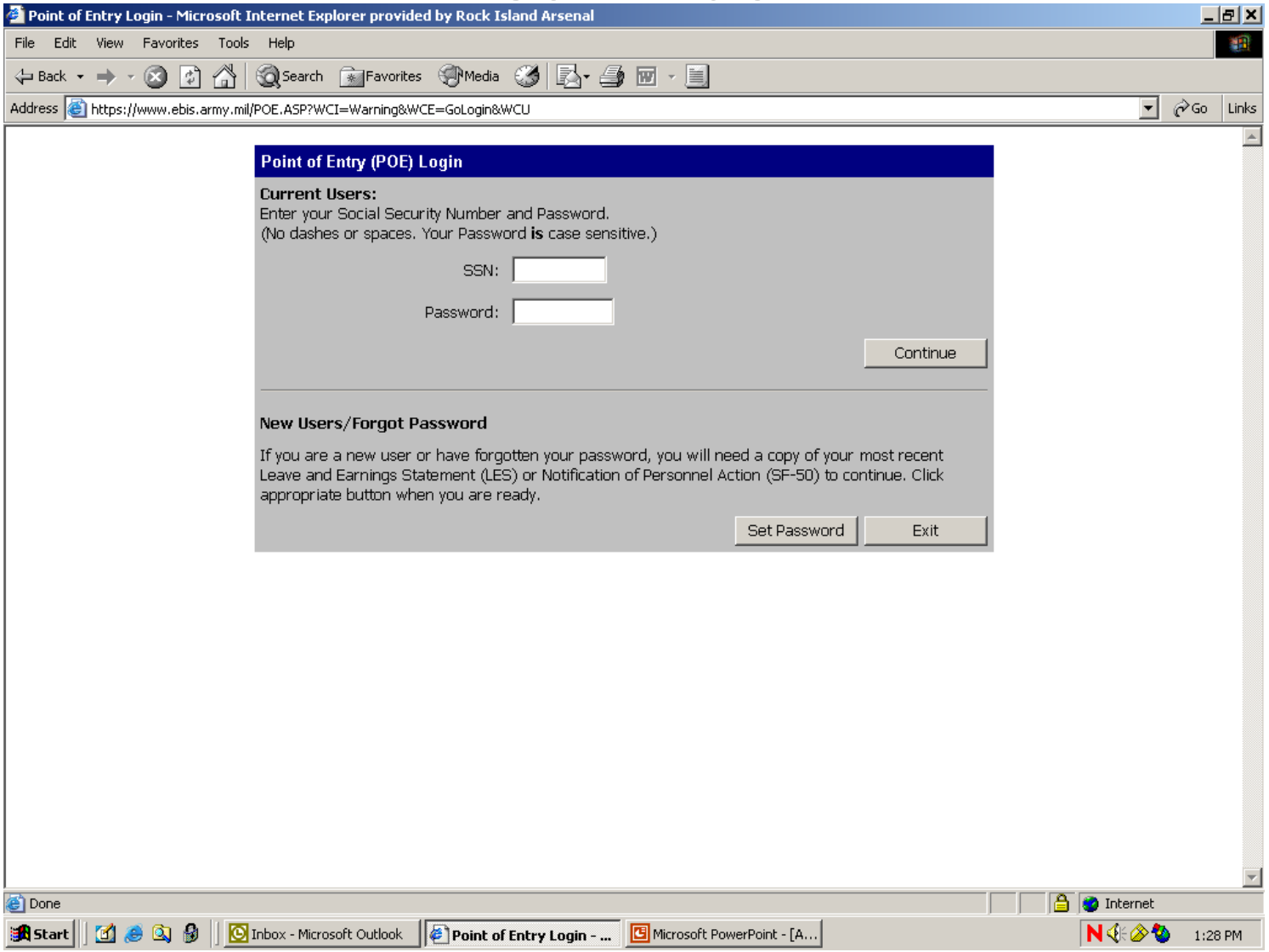
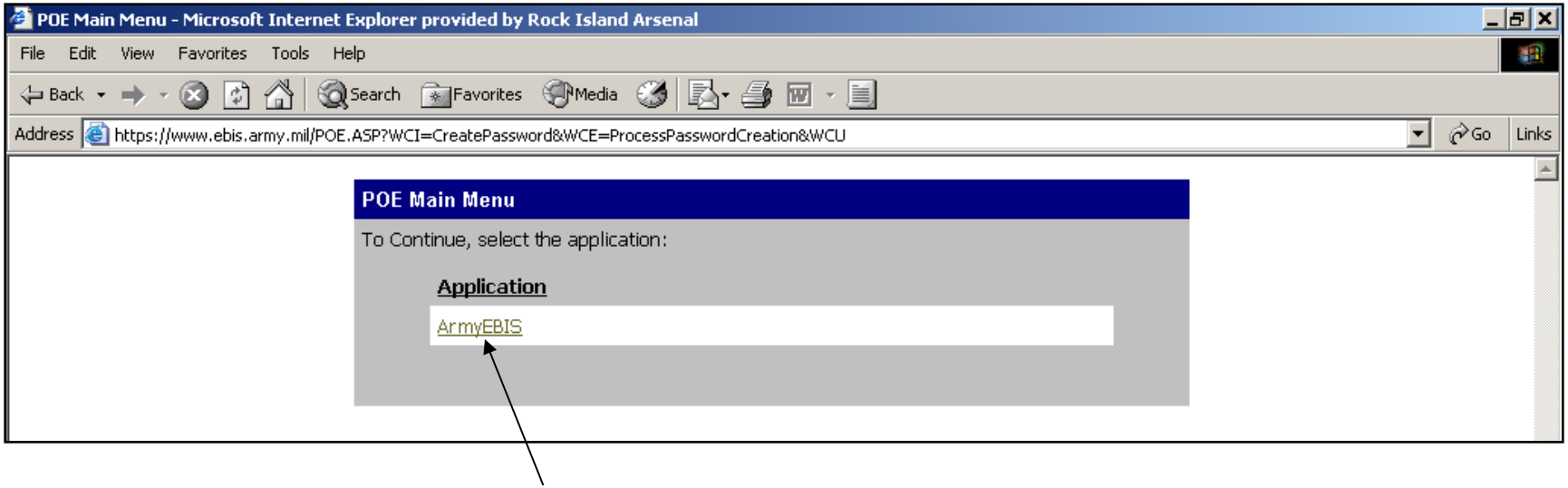
*ALL employees should read the "Announcements" section first to keep updated on system changes!
Announcements
Open Seasons
Help
Navigation Tips
Site Map
Contact Webmaster (Technical system questions ONLY!)
Internet
Start
1:19 PM

2.) Warning Notice will prompt, Click Continue.

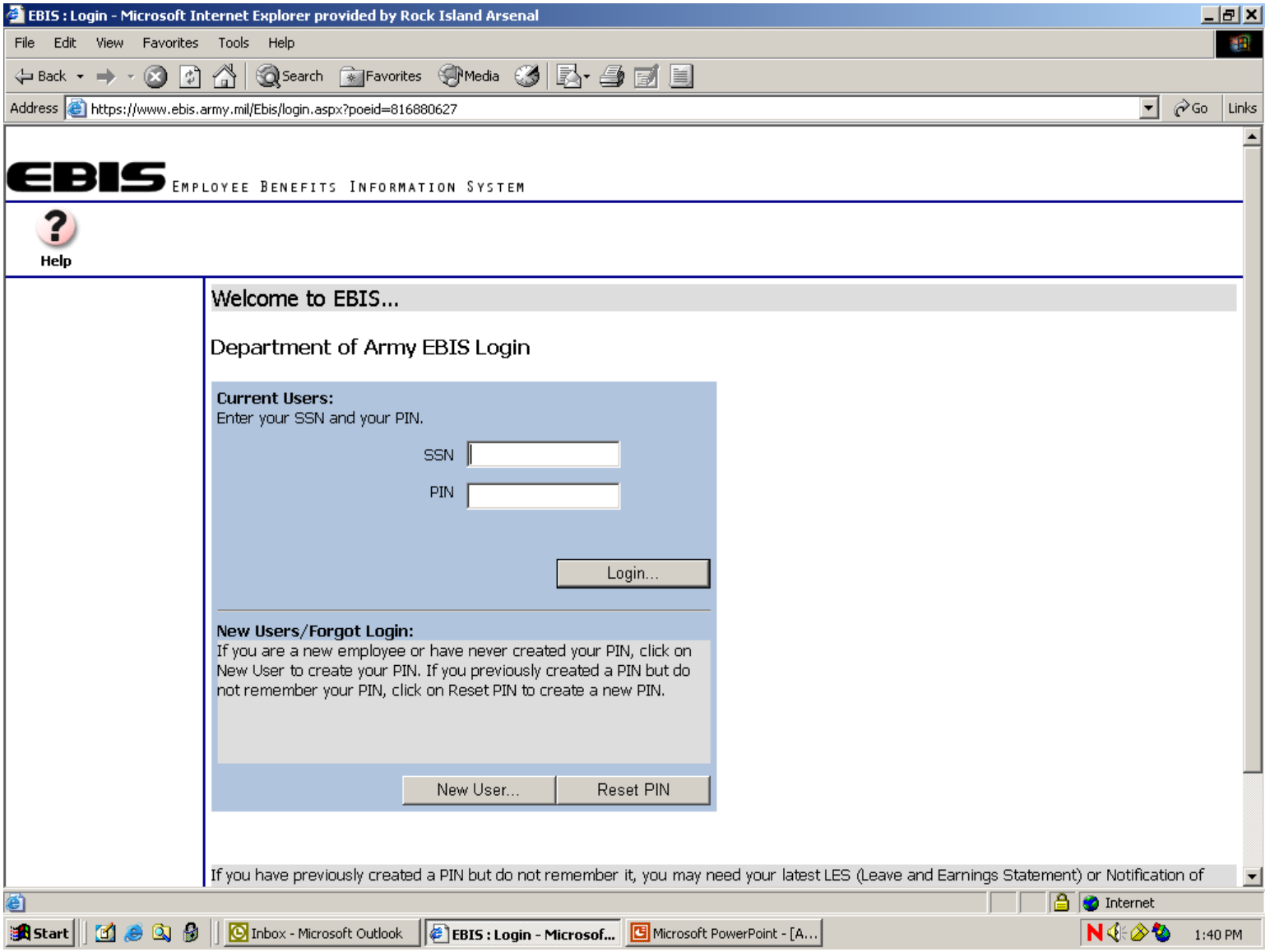
3.) Enter SSN and Password in POE Login, Click Continue.


Point of Entry Login - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=Warning&WCE=GoLogin&WCU
Go Links
Point of Entry (POE) Login
Current Users:
Enter your Social Security Number and Password.
(No dashes or spaces. Your Password is case sensitive.)
SSN:
Password:
Continue
New Users/Forgot Password
If you are a new user or have forgotten your password, you will need a copy of your most recent Leave and Earnings Statement (LES) or Notification of Personnel Action (SF-50) to continue. Click appropriate button when you are ready.
Set Password
Exit
Done
Internet
Start
Inbox - Microsoft Outlook
Point of Entry Login - ...
Microsoft PowerPoint - [A...
1:28 PM

4.) Click on ArmyEBIS

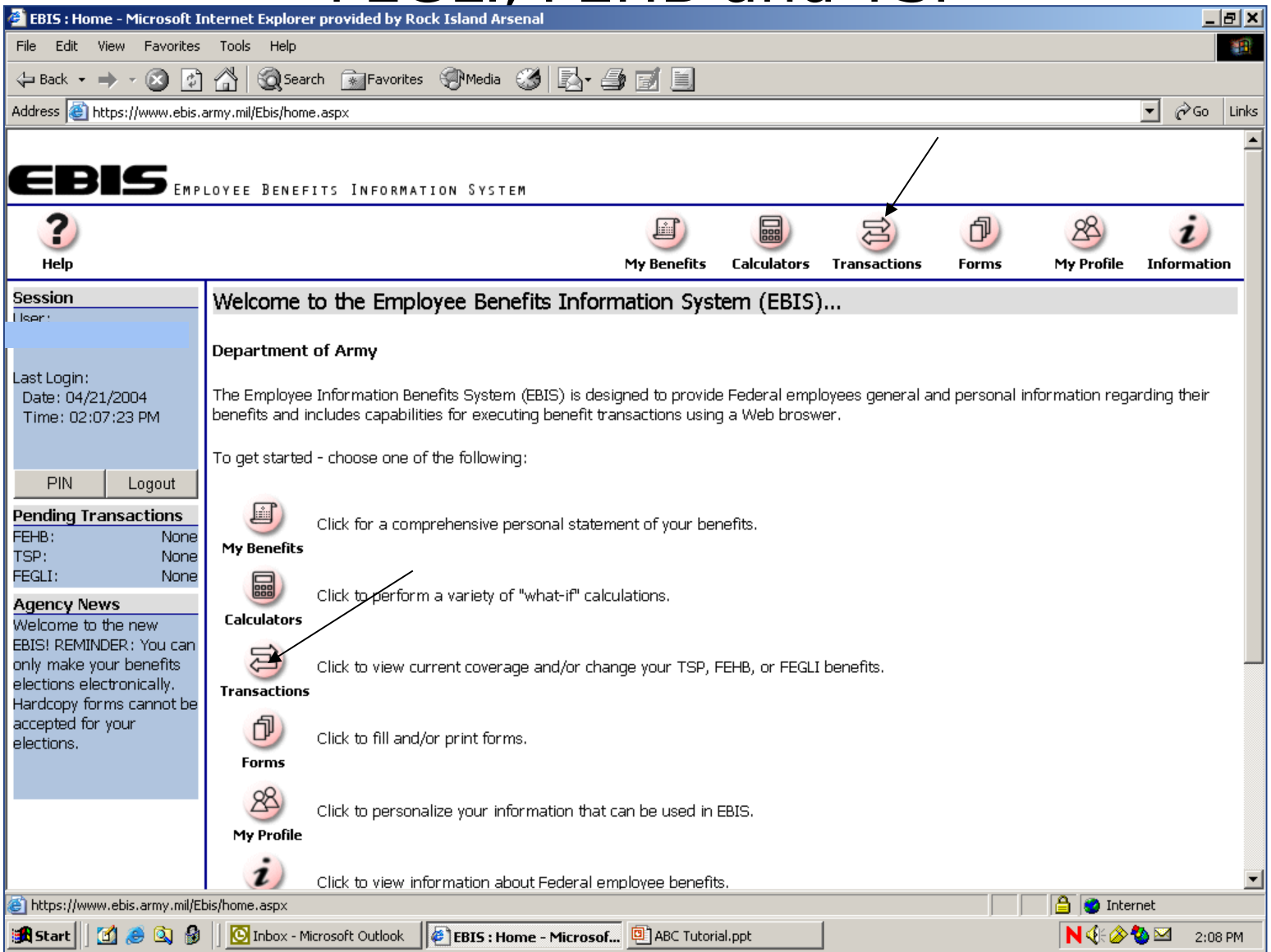

POE Main Menu - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/POE.ASP?WCI=CreatePassword&WCE=ProcessPasswordCreation&WCU
Go Links
POE Main Menu
To Continue, select the application:
Application
ArmyEBIS

5.) Enter SSN and PIN, Click Login...

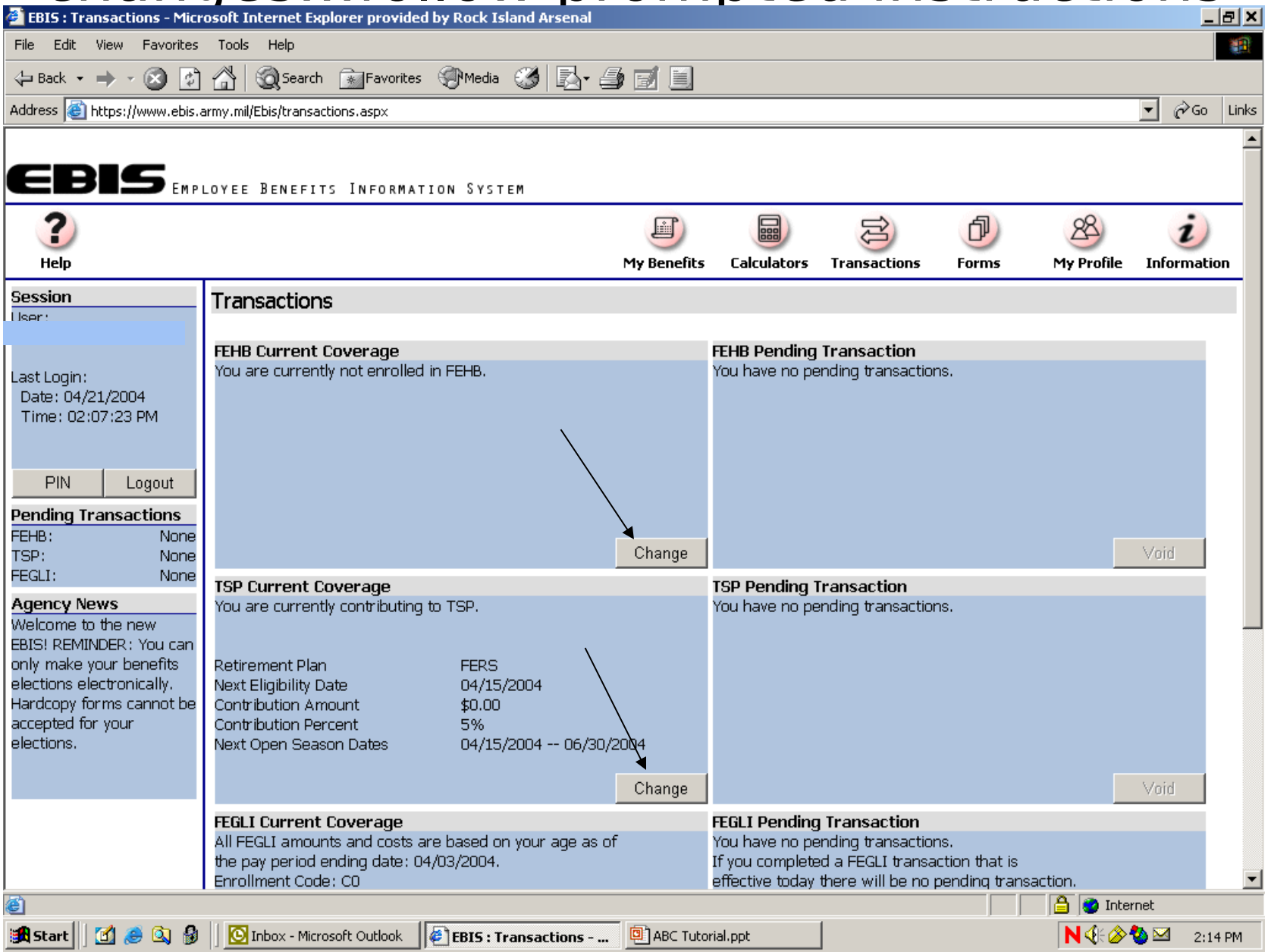

EBIS : Login - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/Ebis/login.aspx?poeid=816880627
Go Links
EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Help
Welcome to EBIS...
Department of Army EBIS Login
Current Users:
Enter your SSN and your PIN.
SSN
PIN
Login...
New Users/Forgot Login:
If you are a new employee or have never created your PIN, click on New User to create your PIN. If you previously created a PIN but do not remember your PIN, click on Reset PIN to create a new PIN.
New User...
Reset PIN
If you have previously created a PIN but do not remember it, you may need your latest LES (Leave and Earnings Statement) or Notification of
Internet
Start
Inbox - Microsoft Outlook
EBIS : Login - Microsof...
Microsoft PowerPoint - [A...
1:40 PM

This is the Employee's EBIS Homepage.

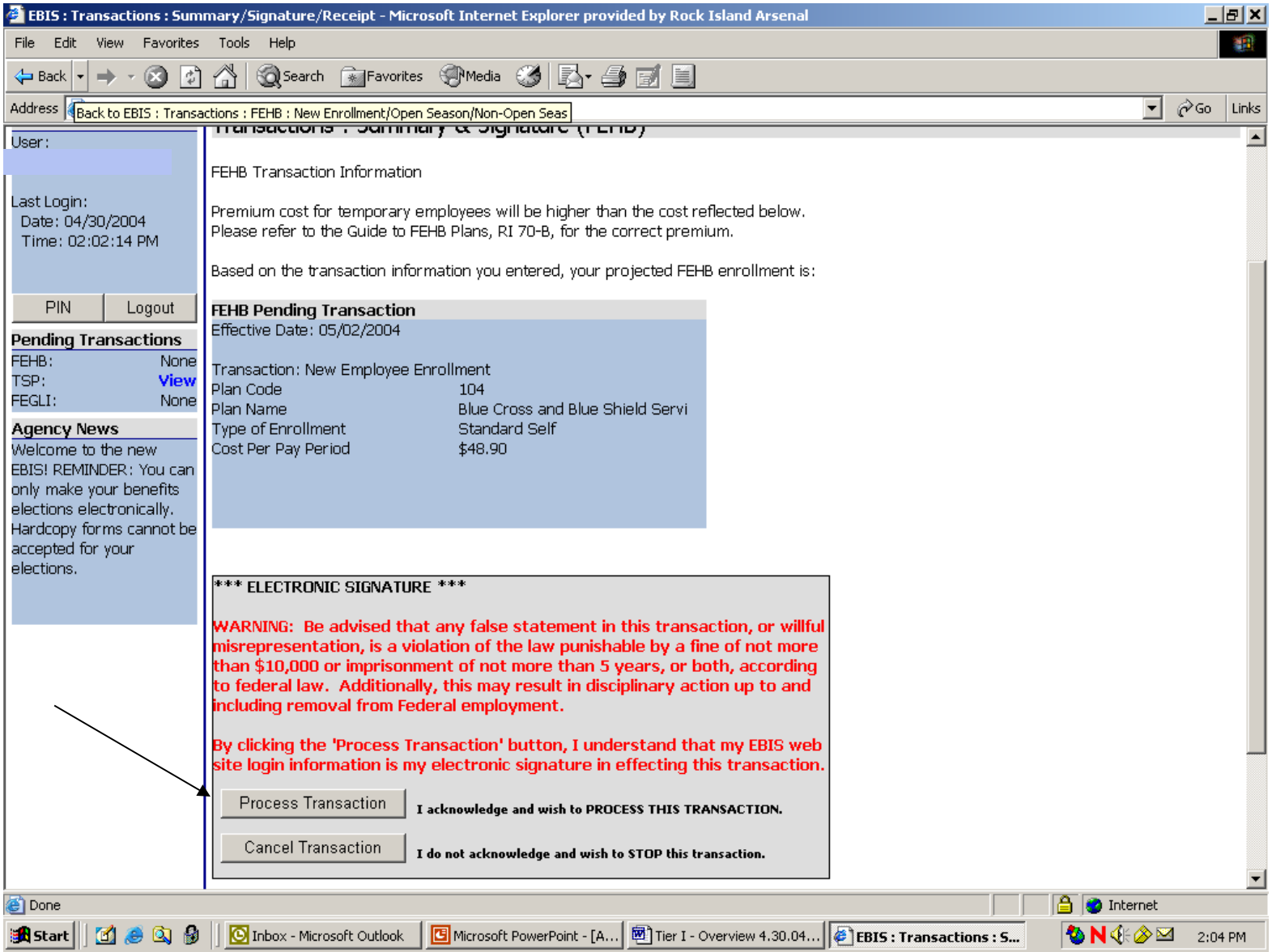
6.) Click on Transactions to make any changes to FEGLI, FEHB and TSP


EBIS : Home - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.ebis.army.mil/Ebis/home.aspx
Go Links
EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Help
My Benefits
Calculators
Transactions
Forms
My Profile
Information
Session
Last Login:
Date: 04/21/2004
Time: 02:07:23 PM
PIN
Logout
Pending Transactions
FEHB: None
TSP: None
FEGLI: None
Agency News
Welcome to the new EBIS! REMINDER: You can only make your benefits elections electronically. Hardcopy forms cannot be accepted for your elections.
Welcome to the Employee Benefits Information System (EBIS)...
Department of Army
The Employee Information Benefits System (EBIS) is designed to provide Federal employees general and personal information regarding their benefits and includes capabilities for executing benefit transactions using a Web broswer.
To get started - choose one of the following:
My Benefits
Click for a comprehensive personal statement of your benefits.
Calculators
Click to perform a variety of "what-if" calculations.
Transactions
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
Forms
Click to fill and/or print forms.
My Profile
Click to personalize your information that can be used in EBIS.
Click to view information about Federal employee benefits.
https://www.ebis.army.mil/Ebis/home.aspx
Internet
Start
Inbox - Microsoft Outlook
EBIS : Home - Microsof...
ABC Tutorial.ppt
2:08 PM

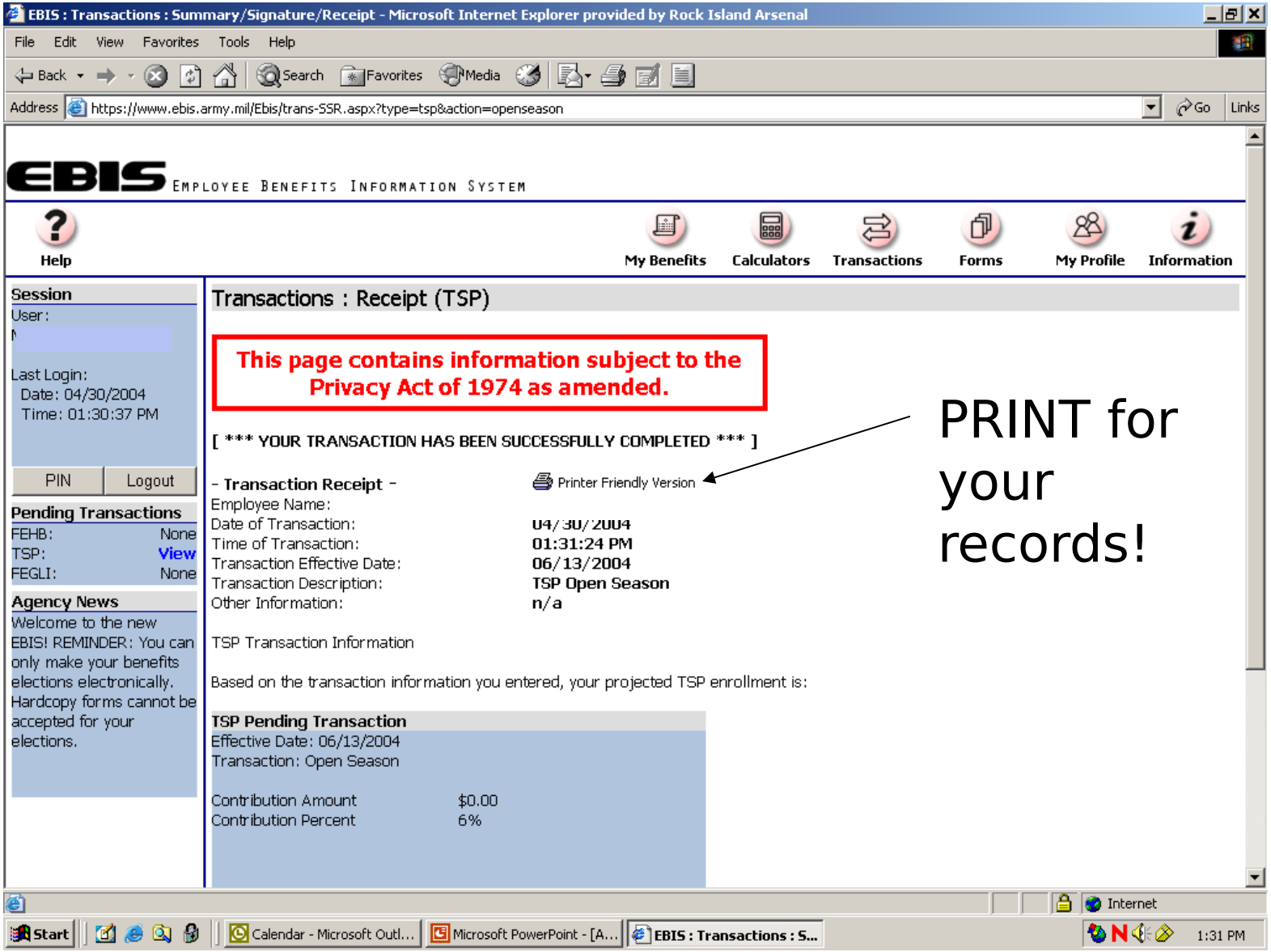
From here Click Change to make any changes…follow prompted instructions



Follow all transactions instructions, when it asks for e-signature, process transaction.


EBIS : Transactions : Summary/Signature/Receipt - Microsoft Internet Explorer provided by Rock Island Arsenal
File Edit View Favorites Tools Help
Back Search Favorites Media
Address
Back to EBIS : Transactions : FEHB : New Enrollment/Open Season/Non-Open Seas
Go Links
User:
Last Login:
Date: 04/30/2004
Time: 02:02:14 PM
PIN Logout
Pending Transactions
FEHB: None
TSP: View
FEGLI: None
Agency News
Welcome to the new EBIS! REMINDER: You can only make your benefits elections electronically. Hardcopy forms cannot be accepted for your elections.
FEHB Transaction Information
Premium cost for temporary employees will be higher than the cost reflected below.
Please refer to the Guide to FEHB Plans, RI 70-B, for the correct premium.
Based on the transaction information you entered, your projected FEHB enrollment is:
FEHB Pending Transaction
Effective Date: 05/02/2004
Transaction: New Employee Enrollment
Plan Code 104
Plan Name Blue Cross and Blue Shield Servi
Type of Enrollment Standard Self
Cost Per Pay Period $48.90
*** ELECTRONIC SIGNATURE ***
WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.
By clicking the 'Process Transaction' button, I understand that my EBIS web site login information is my electronic signature in effecting this transaction.
Process Transaction
I acknowledge and wish to PROCESS THIS TRANSACTION.
Cancel Transaction
I do not acknowledge and wish to STOP this transaction.
Done
Internet
Start
Inbox - Microsoft Outlook
Microsoft PowerPoint - [A...
Tier I - Overview 4.30.04...
EBIS : Transactions : S...
2:04 PM

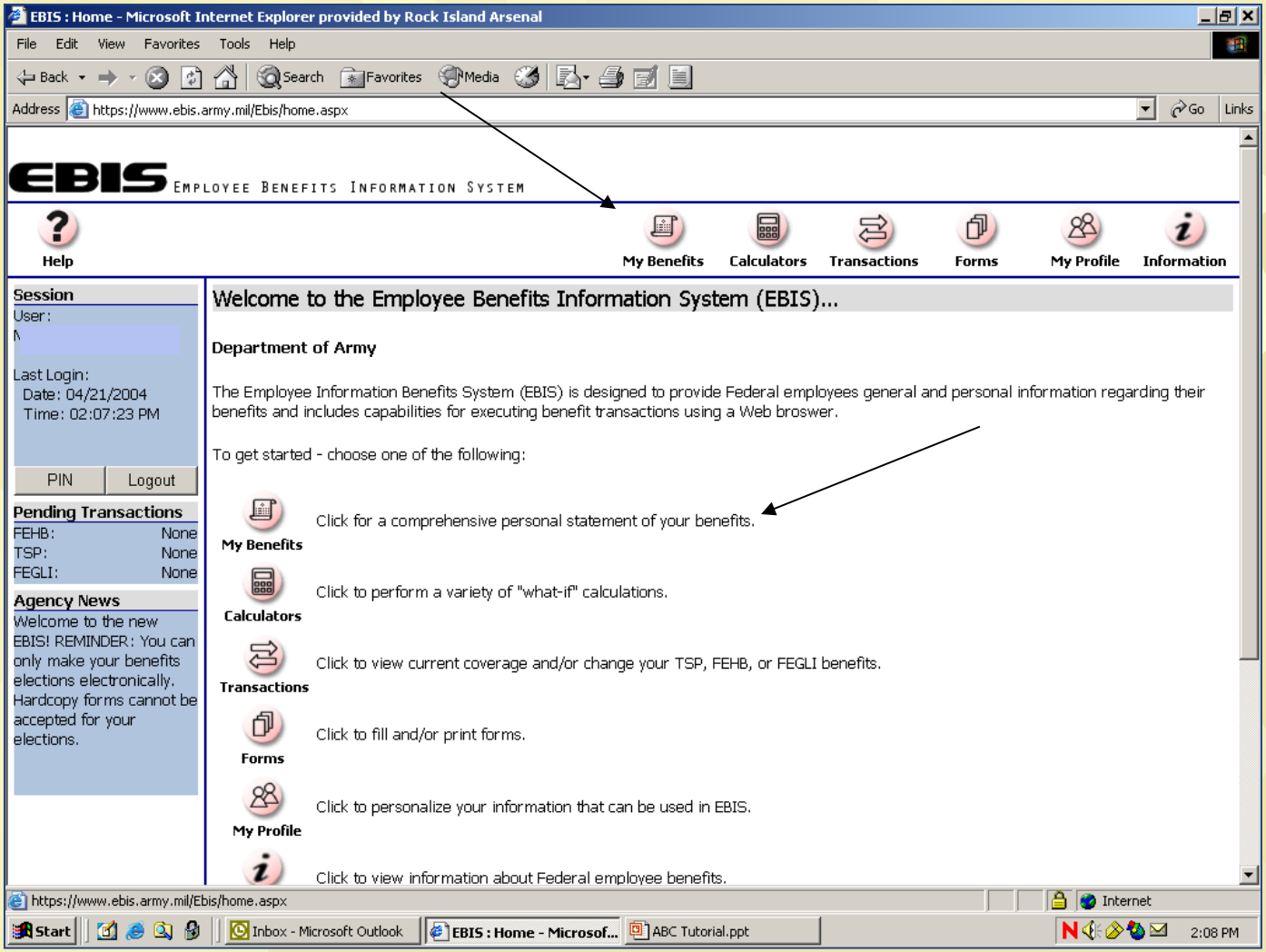
Printer Friendly Version for a receipt!



PRINT for your records!

Services

Get your annuity printout by opening ‘My Benefits’ icon.


EBIS : Home - Microsoft Internet Explorer provided by Rock Island Arsenal
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Address https://www.ebis.army.mil/Ebis/home.aspx
Go Links
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Help
My Benefits
Calculators
Transactions
Forms
My Profile
Information
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User:
Last Login:
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https://www.ebis.army.mil/Ebis/home.aspx
Internet
Start
Inbox - Microsoft Outlook
EBIS : Home - Microsof...
ABC Tutorial.ppt
2:08 PM

Important!

- Toll-Free Number
  - 1-877-ARMY-CTR (1-877-276-9287)
- TDD Number
  - 1-877-ARMY-TDD (1-877-276-9833)
- WWW
  - https://www.abc.army.mil